



## Town of Buckeye Human Resources Department JOB POSTING

### 086-06 GRANTS ADMINISTRATOR

**NUMBER OF VACANCIES:** 1

**DEPARTMENT:** Finance

**PAY GRADE:** 67 Exempt

**DAYS WORKED:** Monday - Friday

**TYPE OF POSITION:** Full-Time – Classified

**POSTING DATE:** August 15, 2006

**WORK LOCATION:** 110 E. Irwin Ave.

**SALARY RANGE:** \$4,668 - \$6,897 per month

**HOURS WORKED:** 8:00 am to 5:00 pm

**POSITION CLOSES:** Open Until Filled

☐ Internal Only

☒ Internal / External

#### Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website [www.buckeyeaz.gov](http://www.buckeyeaz.gov) by clicking on the “Job Opportunities” menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

**GENERAL PURPOSE:** Under general supervision, obtains grant funds and administer grant programs. This position has department specific and Town wide responsibility.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Obtains and administers grant funds; maintains financial and resource information on grant activity.
- Collects and develops supporting data and documentation to enhance the grant process and meet funding agency requirements; facilitates the application process as needed.
- Researches, acquires and maintains current and historical Town, state and national statistics and resource information to support grant applications.
- Monitors grant budgets and expenses for eligibility reimbursement.
- Responsible for staff training on grant related operations.
- Reviews, coordinates, monitors, evaluates and interprets grant financial activities to provide grant oversight and direction from application to completion.
- Resolves problems to assure grants are secured and are in compliance with requirements.

(Job posting continues on back and/or next page.)

- Reconciles fiscal reports.
- Maintains grant files and database.
- Serves as resource person for finance staff and departments on matters of compliance and administrative issues.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Bachelor's degree in accounting, finance, business or public administration; AND two (2) years progressively responsible government funded programs or grant writing and budgeting; OR an equivalent combination of education and experience. Grants Administration experience desired.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of Town policies and procedures.
- Knowledge of Federal, state and town grant regulations, procedures, and accountability standards.
- Knowledge of the principles of grant fund accounting, contracts and records management.
- Knowledge of grant application and administration process and procedures.
- Knowledge of office software applications.
- Skill in analyzing and compiling technical and statistical information.
- Skill in preparing reports, correspondence and other presentations for internal and external audiences.
- Skill in assessing community needs and resources, and researching solutions.
- Skill in establishing effective working relationships with Town staff and regional organizations.
- Skill in organizing and prioritizing multiple tasks and projects.

**Special Requirements:** None

**Physical Demands / Work Environment:** Standard office environment

**Reports To:** Finance Director

**Supervision Exercised:** Professional and administrative staff

**FLSA Status:** Exempt